HR**MASTER**

HUMAN RESOURCE MANAGEMENT SYSTEM

AUTOMATE YOUR HR PROCESS TO MAXIMIZE YOUR MOST IMPORTANT ASSET-YOUR PEOPLE

ENDEAVOUR
AFRICA GROUP

ENDEAVOUR
AFRICA GROUP

Endeavour Africa - Kenya
Corner Plaza, 3rd Floor, Westlands, Nairobi
P. O. Box 45855 GPO 00100 Nairobi, Kenya
Tel : +254 (20) 375 2451 / 239 4959
Mobile : +254 (734) 446 600 / (714) 446 600
Email : info@endeavourafrica.com

Endeavour Africa - Tanzania
Plot No: 12/1 off Tunisia Road, Kinondoni
P.O Box: 11278, Dar Es Salaam, Tanzania
Tel : +255 (22) 266 7423 / 266 7408
Mobile : +255 689 191 486 / 0715 191 486
Email : tanzania@endeavourafrica.com

Endeavour Africa - Uganda
Plot 67, Kira Road, Balaji House, 1st Floor, Kampala, Uganda
P. O. Box 28936, Kampala, Uganda
Tel : +256 (414) 250 310 / 20 / +256 (312) 266 307
Mobile : +256 (758) 446 601 / (712) 832 889
Email : uganda@endeavourafrica.com

Endeavour Africa - Nigeria
Endeavour Solutions Nigeria Limited
14E, Industrial Avenue, Ilupeju, Lagos.
Tel : +234 812 927 8532 / +234 812 927 8533
Email : nigeria@endeavourafrica.com

HUMAN RESOURCE SOLUTIONS

KENYA • **UGANDA** • **TANZANIA** • **NIGERIA** • **INDIA**

HR Master is a high end web-enabled Human Resource Solution from Endeavour Africa, focused on the complex needs of every HR manager in mind. HR Master comprehensive state of the art software application which focuses on effective and efficient way to manage an organization's most valuable assets, its EMPLOYEES. The HR Master is real-time, seamlessly integrated system, facilitating the management of human resources by senior managers throughout the organization in a distributed fashion

CENTRALIZED MANAGEMENT

HR Master lets you manage all your HR and benefits programs from a central location making it easier than ever to attract, retain and reward top talent. All while reducing costs, saving time, and integrating and aligning your HR efforts with the rest of your organization.

EMPLOYEE SELF-SERVICE

Our fully-mobile self service system allows employees and managers to access their HR data anywhere, anytime. You spend less time answering questions and more time pursuing your vision. Your sta stays empowered and engaged with more input and control over their work life

EASY AND FLEXIBLE CUSTOMIZATION

No two businesses are alike. That's why HR Master lets you quickly build custom fields that reflect your unique work flows and processes. Powerful flexibility features keep you current and compliant, even as rules and regulations change.

INTELLIGENT AUTOMATION

By automating the vast majority of your everyday HR tasks, HR Master eliminates redundancy, increases accuracy, and ensures your data is always timely and complete. Automated reminders and notifications make sure you stay on time and on task.

MAIN FEATURES:

- Provide management functionalities and business processes of HR
- Easy to use interface & quick learning curve
- Multi-company & multi-branch
- Automates and streamlines HR procedures
- Provides centralized procedures
- Allows workforce planning
- Improves admin responsiveness and efficiency
- HR dashboard for information and retrieval
- Audit trail & error log reviews
- Scalable to suit growing HR needs
- Ensures employee data security & accuracy
- MIS reports & analysis
- Detailed master & transaction reports
- Extensive and user-friendly help
- Data import/export
- Scalable database platform with error checks
- Fine grained user access control
- Dynamic search with advance filter
- Facility to import data to PDF and excel in any module
- Email integration based on rules
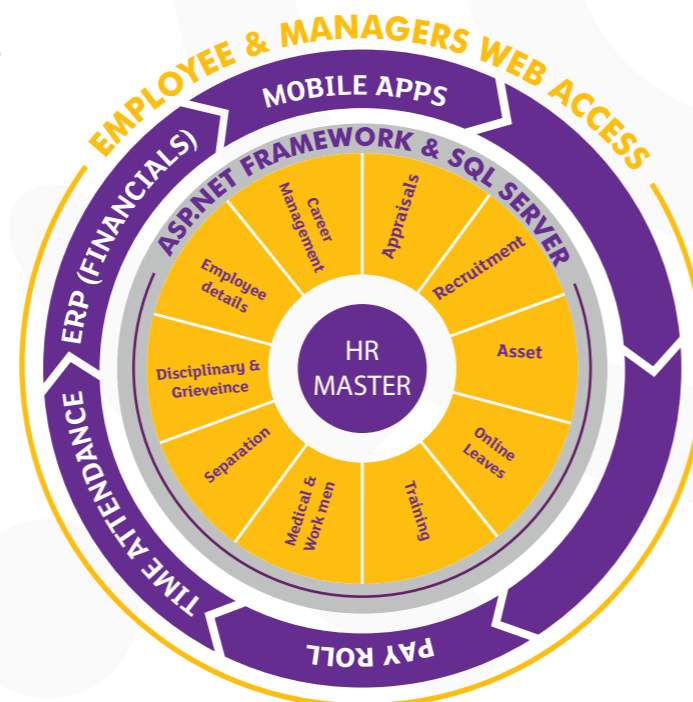
CORE EMPLOYEE MODULES:

- Captures detailed employee information e.g Personal contact details, statutory information, medical, family, bank, past history and archive
- File folder management
- Upload scanned documents e.g National ID, Passport, License etc.
- Manage contractual employees
- Customized reporting structure to depict organization chart
- Employee self service module
- Employee career history tracking
- Organization hierarchy at different levels
- User defined fields across all modules
- Easy information sorting
- Search facility for easy finding of staff

SYSTEM ADMINISTRATION

- Create user rolls and grant rights to user
- Email setup with alert configuration
- Upload company specific HR policies in various formats
- Export data from any screen
- Filter records from any modules - any screen
- Audit trail to track and trace user activity
- Grant branch and global access to user
- Allocate document upload quota to users
- One-click software update
- Define job information (job titles, pay grades, employment status, job categories)
- Create and generate organizational structure through definition of company information including geographical locations and organizational hierachies.

Disciplinary
Covers all disciplinary actions taken with regards to employees - information about charges, internal inquiries and warnings. This module also enables capturing court case information against employees.

Award and Recognition
Eases the employee rewarding and recognition process by integrating with the related HR modules available in your organization.

Grievance
Covers the full cycle of handling and recording of employee grievances in a smooth and user friendly tool.

Separations
Covers the process of ensuring that an employee who quits the company is exited in a structured and orderly manner. The module allows online tracking of complete employee exit cycle

SPECIAL FEATURES:

Customized Template:
User can create customized dynamic email templates. HRMaster application has inbuilt template designer which is integrated to database.

Question Bank:
A powerful toolset, question bank / questionnaires helps you develop, manage and maintain multiple choice examination which can be used in different modules

UDF- User Defined fields:
WebHR has defined user defined fields (udf) module to create multiple fields as per requirement, that allow to you to store additional information. Here you can define field, which can be of any combination, and this will populate and associate to employee.

Email Triggers:
Every procedure has email trigger/notification integration. Admin can define SMTP settings and flow. System works on module wise and event wise. Also it is incorporated with organization structure or flow specific to module.

Smart Search
HR Master Supports Smart Search in employee List browser enabling user to Look for employee records quickly. Smart search is Used at all the places where employee selection is required, enabling the data entry & viewing process user friendly.

LEAVE MODULES:

HR Master's leave Module streamlines the interface between people, process and policies to make it a simple yet efficient way of managing leaves. Having a web-based interface, employees can apply for leaves themselves and check their leave balances and history. Easy to use leave approval also keeps all transaction and history of approval.

- Comprehensive Leave Master, which helps in making policies like assigning leave quota all at one time or accumulate on monthly basis.
- Leave Request by employee through ESS module, view due leave balance summary as well as history transaction.
- Automatically send personalized email on specific events.
- Essential employee tagging based on critical staff.
- Connection of leave to payroll for paid leaves, encashment, carried forward.
- Public holiday tracking, accumulation of leave during complimentary.
- Request salary & travel allowance when applying for leaves
- Multiple leave calculation methods (Transaction Year Wise, Employee Wise Joining Date)
- Multiple leave accrual methods (Start of the Month, End of the Month)
- Create and manage leave plans for different employee categories that are finely tuned to the needs of the organization and of the individual.
- Customize leave types and set up complex leave policies for any type of industry.
- User friendly administrator set up screens helps set up leave types and policies quickly.
- Employees can plan their leave around the team calendar to make sure your departments are adequately staffed.

- Centralized absence management which ensures that your resources are managed well.
- Transparent leave approval workflow, access to leave balances and current status information.
- Employees can view current leave balances, request leaves, view past leave history, and managers can review and approve leave applications on the dashboard.
- Obtain confirmation of approved leave via email
- Set a maximum number of days that can be carried into the next holiday year, according to your company policy

ASSET MODULE

Asset Module helps HR and Admin department to keep a track of all assets issued to staff employees can request items and managers can approve Items requested, check stock availability, and manage lost or damaged items with recover option

- Add suppliers for asset purchase and serial number tagging option
- Store and display asset acquisition policy
- Handle asset return or loss, track asset condition & charge penalty
- Asset requisition with approve, cancel or question option for approver

TRAVEL EXPENSE MODULE

HRM Travel and Expense Module is an integrated travel management system and an employee expense management system in one application. Built around employee self-service, it provides an easy, automated process of requesting, approving travel as well as a very efficient system for employees to track their expense claims.

- Full travel itinerary with client tracking
- Approval processing for claim requests
- Export claims to integrate with accounts
- Control travel spend budgets
- Track claims online and get timely disbursements
- Organize and monitor expense reports

Leave Application
Leave Adjustment
Work Assignment
Leave Management
Leave Finalization
Auto Email Notification
Leave Approval /rejection

APPRAISAL MODULES:

HR Master's performance management is a flexible way to manage performance of individuals. KPI and Balance scorecards are both measurement systems built on integrated data and help an organization view the business performance. Scorecard is a business performance measurement (BPM) used mostly at senior management level to view the business performance through indicators. This helps the organization to do a pulse check to see how the business is performing towards achieving the strategic goals in different units of business which are operating as per the strategy map.

- Establish quantitative and qualitative employee goals, define expectations, and align employee goals to broader company objectives.
- Define and monitor the full employee review cycle
- Quickly and easily initiate the review process from your desktop

- Employees can access assigned goals, performance reviews and self-assessments
- Performance reviews with more comprehensive feedback from subordinates, peers, and supervisors

Appraisal Start
After the appraisal Congurations are done and has been attached to respective employees, HRMS user can "Start" the appraisal

Goal Tracking
All the responsible users in hierarchy will be noticed via mail about Start Process. users can keep on Updating goals time to time during "Appraisal Cycle" with the progress % & comments.

Appraisal Initiation
Once the "Appraisal Cycle" Finishes, HRMS User can "Initiate" the Appraisal . This means that now each Goal is Open for Ranking. Users in Hierarchy can Rank the individual Goals. Based on Ranking System will keep on allocating the ActualScore earned.

Appraisal Finalization
The Last phase in Appraisal is "Finalization". Finalizer can "Finalize" the Appraisal, which means that no amendments will be allowed in Appraisal. Once Appraisal is finalized, it will be moved to

PROJECT TRACKING MODULE

Project tracking system helps to indicate projects and track each task done in a particular project. It allows you save time in previewing employees' projects within a financial year. Complete analysis on time/ hours spent by employee can be obtained which can to be passed payroll (depends on hourly rate).

- Streamline the project management process by viewing and reporting progress across your entire portfolio.
- Visually track project and task progress, view deadlines and task dependencies
- Record expenses against projects and tasks
- Create, assign, organize and execute tasks with ease
- Time and progression are tracked through the project life-cycle.
- Easily setup recurring tasks on a defined time-frame to take away the burden of creating and editing tasks that repeat on regular schedules.
- Easily fill out timesheets and submit them for approval.

MEDICAL CLAIM AND COMPENSATION

This module completely manages policy, claims, application of claims and reimbursement of claims. It covers all the events capturing starting from injury to employee medical treatment and discharge along with his claim.

- Print official documents and forms for submission
- Track medical charges and insurance claims
- Maintain a log of pending issues to be sorted out on any ongoing case

RECRUITMENT MODULE

HR Master's Recruitment module is an easy-to-use applicant tracking system that helps staffing agencies and recruitment department track job openings, resumes, candidates and contacts more quickly and efficiently. It allows you to spend less time on the process and more time on what you do best.

- Easily track and manage every requisition and candidate through the entire t recruitment process
- Make all information about a candidate available to everyone involved in the hiring process
- Pre-defined customizable approval process, enabling the recruiting process to move along more quickly and efficiently.
- Built-in workflow automation, for automatic creation of alerts, follow-ups and actions• Create vacancies with custom workflow steps, questionnaires & documents required
- Export the job to be posted to website and newspaper adverts
- Import candidate to create roster & search for required skills in candidate profile
- Manage candidates by changing stage levels and easy sorting
- Create correspondence templates for various stages to be sent to candidates

- Track interviews, offers & appointments
- Rank listing & decision recording
- Migration of recruitment information into master

Manage Offer — **Define job** — **Post Recruitment** — **Import Candidate** — **Manage Candidate** — **Manage Interview**
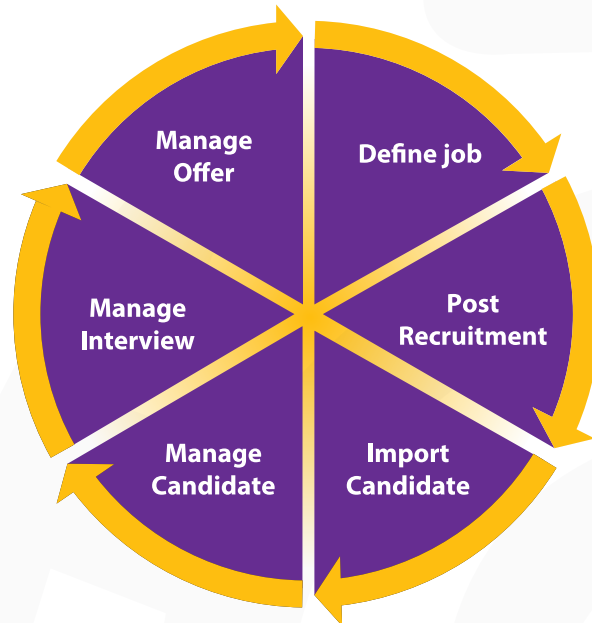
TRAINING MODULE

The training module provides a system to administer and track employee training and development efforts. Training module simplifies and automates the entire training process administration. Manage employees' training requirements, fulfillment and the feedback process with effortless ease.

- User definable training requirements grouping based on job position and user definable groups
- Create course profiles for repeated training
- Course specify training requirements and contain training material and deliverables
- Automatic notification of invitees and when courses are scheduled or canceled

- Allow users to request training
- Define pass/fail criteria
- Handles internal and external training
- Allows trainees/employees to perform course evaluations
- Ability to easily create user definable reports and charts

Creating Training Session	Invite Employees	Training Budget / Schedule	Training Progress	Feed back / Question
defining session, time and location	inviting employees for traiing	training can be scheduled	monitoring of training progress	Exam can be defined
uploading contents and training material	auto email are sent	budget allocation for training	attendance capturing of training	feedback for design per training

REPORTS

HRMaster has many built in reports like:
Employee
- Personal details
- Career details
- Contractual reports
Leaves
- Leave calendar, leave balance summary
- Application, transactions...
Appraisal
- Appraisal master, Process details
- Status i.e. rating, archived, negotiation
- Finalized appraisals
MIS
- Ratio analysis
- Staff Skill Distribution Analysis
- Employee performance analysis
- Report dashboard

TIME MASTER & PAY MASTER INTEGRATION

HRMaster is seamlessly integrated with our time attendance and payroll solution. It can also be integrated to third party payroll or time attendance solution.
- Leaves updated to Time Master directly
- Payroll & attendance information can be viewed in HR management system .

AUDIT TRAIL

A record showing who has accessed a HR Master and what operations he/ she has performed during a given period of time. Audit trails are useful both for maintaining security and for recovering lost transactions. Most database management systems include an audit trail component.

REPORT LAYOUT MANAGER

Report Layout Manager is a report designer and viewer that shifts the focus of business intelligence solution from technology group to the business group

Key Features of Report Layout Manager:
- Allows creation of reports by specifying business rules, design format and filter parameters
- Supports various reporting formats including charts, pivots, labels, letters, cross tabs etc which can be designed by the user
- Advanced formula builder to create simple to complex formula / calculations
- Drill down reports with multiple levels can be created
- View and export reports to Excel, PDF, Word, HTML etc.
- Generate report output based on roles ensuring data security

MOBILE APP FOR ANDROID

Easy to use mobile app which accelerate workflows with informative alerts & notifications
- Deliver the insight people need to make better decisions in the moment
- Create innovative HR processes by using native device capabilities, including location awareness
- Increase the adoption of HR processes to maximize the value of your back-end systems

Employees can now perform the below self-service through their mobile phones:
- Request/Cancel Leave
- Permission Request
- Travel Request
- Workflow Approvals (approve/reject transactions)

PLUGINS

- Budget management across all modules
- Succession planning
- Approval forms with template & flow
- Forums, messages & notifications
- Appraisal 360 degrees
- Employee Task, planning and scheduling